



Montana Department of LABOR & INDUSTRY

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2 Division: Workforce Services Division
3 Category: WIOA
4 Effective Date: 10/1/2018
5 Last Revised: 07/01/2023
6 Policy No.: 20-18

Cash Management Policy

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9 **Scope:** This policy applies to all service providers operating Workforce Innovation and Opportunity Act (WIOA)
10 Title I programs, WIOA Title I program manager(s), WIOA fiscal officers, the State Workforce Innovation Board
11 (SWIB), and the Workforce Services Division (WSD). This policy is effective July 1, 2023

12 Policy:

- 13 • Service Providers will use the Requisition Cash Request and Summary Form (WIOA.45) to request cash
14 under provider agreements. Cash requisitions may be made on a weekly basis, but no less than once
15 per month.
- 16 • Cash requisitions may not exceed the amount authorized in the service provider's contract. No cash
17 payments will be made to a service provider of a grant until WSD receives the Federal Notice of
18 Obligation from the awarding federal agency.

19 Authorized Signature Sheet:

- 20 • An individual authorized by the governing body of the service provider organization or agency completes
21 the Authorized Signature Sheet Form (WIOA.40) to verify the signature(s) of individuals authorized to
22 draw cash under the agreement with the state funding agency. Authorized Signature Sheets are
23 applicable to specific service provider agreements and must be submitted annually at the beginning of
24 the contract period.

25 Method of Payment:

- 26 • Payments to service providers will be made on a cash requisition basis. WSD will limit payments to
27 actual and immediate cash needs. If a service provider does not comply with the requirement to keep
28 cash requisitions limited to only actual and immediate needs or if they do not follow the grant
29 agreement, WSD may, after notice to the service provider, discontinue the cash requisition method and
30 make payments by reimbursement only.
- 31 • Cash requisitions can be made by fax, US mail, or email. An authorized representative identified on the
32 Authorized Signature Sheet must sign for all cash requisitions. The drawdown of funds from one grant
33 for funding deficits in other grant programs is prohibited.

34 Documentation Required for Cash Request:

- 35 • WSD reserves the right to request further documentation for clarifying purposes prior to sending cash
36 transfer.